

~~ADMINISTRATIVE INTERNAL USE ONLY~~

4 February 1981

MEMORANDUM FOR: Deputy Director of Data Processing

FROM :   
Security Officer, ODP

SUBJECT : Form 4100, Authorization of Release Information

1. Attachment A is a response from the Deputy Director of Security to your inquiry concerning the use and content of Form 4100.

2. On 2 February 1981, I further discussed the use of the form with  DD/OS, and  Chief, Clearance Division, OS, who gave the following information:

- a. Attachment B, Form 4100, is the standard Agency form used for staff and contractor's employees at the time for the initial clearance action and pursuant reinvestigation actions.
- b. Clearance standards are the same for staff employees and contractor's employees who are issued an Industrial Security Staff Approval that results in a Visitor-No-Escort-Badge.
- c. Form 4100 is not used for interviews with given references or developed informants. It is used for the release of records by records-keepers for review by official Government Investigators. These records include education, employment, credit and police records and any others that must be reviewed to complete a thorough background investigation in accordance with Executive Order 10450 and Director of Central Intelligence Directive 1/14.



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Executive Order 12036, dated 24 January 1978, as well as the Privacy Act of 1974 (5 U.S.C. 552a), restrict the use of lawfully collected information on an individual to properly authorized purposes. In this instance, the collection, storage and dissemination of information has been authorized for personnel security investigation purposes in order to determine an individual's suitability for initial or continued access to classified national security information. The United States Government is responsible for limiting the disclosure of such information to authorized personnel in the performance of their official duties and is subject to Privacy Act sanctions if such information is misused, inaccurate, or improperly released.

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